# Wedding Planners Marbella — Printable Venue-Viewing Checklist

Use this one-page checklist to record essential information during each venue tour. Tick boxes and jot brief notes; compare side by side to choose the perfect location. – If you would like any further assistance, please contact us on info@weddingplannersmarbella.co.uk

## Venue Details

* ☐ Venue name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* ☐ Contact person & number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* ☐ Tour date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* ☐ Location/address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 1. Vision & Budget

* ☐ Style keywords: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* ☐ Must-haves & nice-to-haves listed: \_\_\_\_\_\_\_
* ☐ Venue + catering cost estimate: £\_\_\_\_\_\_\_\_\_
* ☐ Package tiers or options: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 2. Availability & Dates

* ☐ Available dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* ☐ Peak / off-peak pricing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* ☐ Deposit & contract deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_
* ☐ Cancellation / postponement terms: \_\_\_\_\_\_\_\_

## 3. Capacity & Flow

* ☐ Max / min capacity: \_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_
* ☐ Seating layout notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* ☐ Cocktail / lounge areas: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* ☐ Sightlines / sound check: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 4. Location & Access

* ☐ Distance to airport / station: \_\_\_\_\_\_\_\_\_\_\_
* ☐ Parking / valet / shuttle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* ☐ Nearby accommodation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* ☐ Accessibility features: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 5. Catering & Rentals

* ☐ In-house or external caterer: \_\_\_\_\_\_\_\_\_\_\_
* ☐ Menu & tasting policy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* ☐ Included rentals (tables, AV, etc.): \_\_\_\_\_\_
* ☐ On-site coordinator: Yes / No

## 6. Logistics & Policies

* ☐ Load-in/out windows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* ☐ Noise curfews / permits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* ☐ Insurance / liability requirements: \_\_\_\_\_\_\_
* ☐ Weather backup plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Notes & Score

* ☐ Overall score (1–10): \_\_\_\_\_
* ☐ Key pros: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* ☐ Key cons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* ☐ Next steps: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bring this sheet to each venue and compare to find your ideal wedding setting!